REGULATION   45 CFR 302.14
45 CFR 302.15

Friends of the Court must itemize ADC-F (foster care), state ward charge back and "other" collections deposited into the Treasury Account and identified in Items 5, 6 and 10 of the FIA-29, Financial Deposit Report. Itemized reports enable FIA to properly distribute those recoveries. Submit reports of those collections with FIA-29s sent to the FIA Cashier Unit. See Chapter 620 for information concerning form FIA-29.

Itemized reports of medical, blood test and non-ADC IRS refund recoveries are not required.

Refer to Chapter 640 for instructions on reporting of child and child/ spousal support identified in Item 4 of the FIA-29.

REPORT SPECIFICATIONS   Submit a separate report for ADC-F and for State Ward Charge Back collections reported in Items 5 and 6 of the FIA-29 and for each type of collection reported in Item 10 of the FIA-29. All collections reported on a list must apply to the same collection month. The total of collections itemized on a list must equal the total reported for that collection type on the corresponding FIA-29. For example, if ADC-F collections reported in Item 5 of the FIA-29 are $155.00, the total of ADC-F collections itemized by case must be $155.00.

Complete itemized reports for ADC-F, State Ward and Other collections identified in Items 5, 6 and 10 of the FIA-29 as instructed below. Reference numbers listed refer to the sample lists provided in the Exhibit 2 at the end of this Chapter and are not required on actual collection reports.

Reference Number	Instruction
1	**Report Date**. Enter the date the report is completed. This date should correspond with the report date listed in Item 1 of the FIA-29 for which collections are being itemized.
2	**Collection Type**. Identify the type of collection this report is detailing.
3	**Page**. Enter the number of each page of each separate report.
4	**FOC County**. Enter the two-digit county code and county name for your Friend of the Court office. County codes are listed in Appendix A.
5	**Collection Date**. Enter the month and year of the collections being itemized.

6   **FIPS number**. Enter the FIPS number for your county. FIPS numbers
             are listed in Appendix A.

7   **FIA Case ID**. Enter the FIA case number to which the collection applies.
             For ADC-F and State Ward Charge Back, enter the child's full name and
             date of birth if the child's FIA case number is not available. Identification
             of the child's name and d.o.b. enables FIA to obtain the case number
             from the FIA Client Information System.

8   **Payer Name**. Enter the payer's name, last name first.

9   **Court Case Number**. Enter the court case number under which the col-
             lection was made.

10   **Amount**. Enter the amount of each collection being itemized.

11   **Total cases**. Enter the total number of cases for which detail is speci-
             fied.

12   **Total Collections**. Identify the type of collections itemized and the total
             of those collections. This amount must equal the total reported on the
             corresponding FIA-29 for the collection type being detailed.